

NORTHERN SPORTS FIELDS COMPLEX AND PARK COORDINATION  
&  
OVERSIGHT AD HOC COMMITTEE

Meeting Minutes  
11 July 2002, 7:00 P.M.  
Marshall Community Center Annex, Marshall, VA

**1. Call to Order and Opening Remarks**

The July 11, 2002 meeting of the Northern Sports Fields Complex and Park Coordination and Oversight Committee (NSFC) was called to order by the Chairman, Harry Atherton, at 7:02 PM.

**Committee Members and Staff Present:**

Harry Atherton, Board of Supervisors  
Larry Miller, Parks & Recreation Director  
Bob Sinclair, Planning Commission  
David Graham, Parks & Recreation Board  
Marie Glascock, Scott District  
Joan Fries, Marshall Business & Residents Association  
George Downes, Jr., FYSCC  
Ron Mabry, Project Officer  
Cynthia Hair, Staff

**2. Adoption of the Agenda**

There being no changes or additions to the agenda it was accepted by acclaim.

**3. Adoption of the Minutes of 6/13/02**

There were no changes to the minutes of June 13, 2002 meeting and they were approved unanimously.

**4. Project Manager's Report**

- Lighting Consultant RFP: Mr. Mabry advised the committee that he was in the process of completing the scope of work for the Lighting Consultant RFP and it should be delivered to Procurement Division by next week. He expects the RFP will be ready for publication by the end of July and that he will have a recommendation for contract award by the September committee meeting.
- Groundwater Study RFP: Mr. Mabry said that this RFP had been published this week on the NSFC web page and through the County Procurement Division. A pre-bid meeting is scheduled for 7/17/02, proposals are due 7/24/02 at 3:30 PM, and that the same review and ranking process (used in the Lighting Consultant RFP) will be used in selecting the successful bid. Mr. Mabry said he plans to bring a recommendation to the NSFC committee at the August meeting.
- Design Engineer Selection: Mr. Mabry distributed a scope of work for the design engineers. He discussed the negotiations of the review committee over the last week and the final fee structure accepted by Patton Harris Rust & Associates (PHRA). The fee amount of \$715,000 is based on 6.5% of the total project construction budget. He indicated that unless the County significantly changes the scope of the project, PHRA has committed to not submitting any change orders for their work. Mr. Mabry advised the committee that the fee is based on an anticipated \$11 million project cost (\$8.5 million for the park and \$2.5 million for the pool) and that PHRA's overall fee

would be reduced if the total project cost is less than \$11 million. He said there would be language in the contract that ties the firm's fees to the total cost of the project. There has been a considerable amount of engineering work already done, mostly conceptual, and that part of PHRA's initial work will be to review all engineering work in place.

Mrs. Glascock asked if there was only one section of wetlands on the property and Mr. Mabry advised that there were two (2) larger areas and several other smaller ones involving creeks and existing bodies of water. He said there might be several options to make adjustments without displacing the fields and other facilities but PHRA will advise the committee on all options available.

Mr. Mabry advised the committee that an agenda request and proposed Resolution for consideration by the Board of Supervisors at their July 15<sup>th</sup> meeting for award of the design engineering contract to Patton, Harris & Rust Associates. The award would be contingent on approval of the contract by the County Attorney. Mr. Mabry asked the committee for their approval of the contract award to Patton Harris Rust & Associates.

MOTION: A motion was made by Mr. Sinclair that the NSFC Oversight Committee accept the recommendation that the firm of Patton Harris Rust & Associates be selected for design engineering services. The motion was seconded by Mrs. Fries and passed unanimously.

Mr. Atherton asked that PHRA meet with the committee as soon as possible to begin discussions on the final design of the NSFC. Mr. Atherton requested input from all committee members and the community on design preferences.

#### **5. Amendment(s) to Contract with FYSCC**

Mr. Atherton and Mr. Downes have not met to discuss this subject. Mr. Downes said it was on the FYSCC agenda for discussion next week. Mr. Atherton said they should try and meet by the end of the month.

#### **6. Roundtable**

- Mr. Atherton and Mr. Miller invited committee members to the tour tomorrow afternoon of Franklin Park in Loudoun County. The park has some similar structures and designs, but is much larger than the North Sports Field Park.
- Mr. Graham requested that if any more public meetings are held to discuss the park, that they be held earlier in the evening. He said many people wanted to speak in support of the park at the last public hearing, but they had to leave due to the late hour.
- Mr. Sinclair asked Mrs. Glascock if she knew of any cemeteries on the property and also asked her if she and other members of her family would be willing to attest in an affidavit that there was no known cemetery on the property. Mrs. Glascock said she was not aware of any cemetery, but she would check with members of her family and she said they would sign an affidavit.

#### **7. Set Next Meeting Date**

The next regular committee meeting is scheduled for 7:00 PM, Thursday, August 8, 2002, at the Marshall Community Center Library.

#### **8. Adjourn**

The meeting was adjourned at 7:43 PM.